



# Job Opportunity

## State Controller's Office

**Position:** Staff Services Analyst (General) Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816  
(Submit application to address listed below, under "How To Apply".)

**Issue Date:** September 10, 2004

**Final Filing Date:** September 24, 2004

**Contact/Telephone:**

Maria Martinez, (916) 327-9469

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-5157-XXX  
Ref 0910-RPT1.51

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With general direction provided by a Staff Services Manager I, the incumbent will be responsible for implementing program changes and procedures for functions related to the Unclaimed Property Program. The specific duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Implement recommendations and procedures adopted by management in the discharge of program duties for the Bureau;
- Compile data and offer recommendations to senior management for modifications to program operations;
- Conduct research and analysis of program information to identify problem areas of the reporting process;
- Define problems encountered with the escheatment of unclaimed property;
- Prepare management reports detailing the disposition of pending reports and status updates, identifying discrepancies in said reports;
- Develop and maintain a method of monitoring reports and provide a tally sheet for the inclusion in a report to the division chief;
- Develop project plans, identifying procedural discrepancies/reporting errors and the appropriate resolution to be presented to management for consideration;
- Act as a staff resource by providing professional level responses to holders regarding sensitive issues;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist in providing responses to legislators, attorneys, and corporate executives affected by California's Unclaimed Property Law and the Amnesty Program;
- Design and develop educational workshops, pamphlets, and brochures addressing program activities and the responsibility of Unclaimed Property Bureau; and
- Coordinate with managers and supervisors to provide support for the tracking of reports and the accounting of funds.

*Applications will be screened and only the most qualified will be interviewed*

#### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**  
Human Resources Office  
300 Capitol Mall, Suite 619  
Sacramento, CA 95814

Attn: Sally Lim

Ref 0910-RPT1.51 (Candidate must indicate this Reference # on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the employment Application STD 678).